

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, 6th Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

October 24, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking parking space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by Real Property Services on or before **4:00 PM, November 14, 2019.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at gary.anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:
<http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms>.

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)
PARKING SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Medical University of South Carolina (MUSC) (MUSC Real Estate Mgmt)

- Location: Facility should be located in close proximity (0.5 miles) to MUSC (171 Ashley Avenue) in Charleston and/or within the existing MUSC Transit System
- Expected occupancy date: January 1, 2020
- Term: Provide proposal rate for a minimum of a 1 (one) year term with option to renew for 6 months
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, grounds maintenance, repairs, taxes, insurance, and any other service necessary to maintain and operate any site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.
- Total parking spaces needed are approximately 100 parking spaces
- Parking facility may be new or existing construction
- Parking facility must be ADA compliant
- Landlord is responsible for all costs associated with ADA compliance
- Parking facility can be gravel, paved or concrete or other similar types of surfaces and may include surface options
- Parking facility must include lighting for safe passage
- Ability to install MUSC signage which shall allow MUSC Parking Management to monitor lot
- Parking facility must have proper drainage

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must specify the following:
 - Facility is new or existing parking lot or parking garage.
 - Describe the surface as well as any systems in place including lighting and access/revenue control system (manufacturer and software.)



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- Indicate if Agency will not have exclusive use of parking facility.
- Indicate if the proposal is for a FULL-SERVICE LEASE
 - If GROSS lease indicate what services are included.
- Proposals must be received by Real Property Services by **4:00 PM on November 14, 2019**.
- Include a site plan.
- All proposals must be in writing and be submitted by mail or email. (It is agent's responsibility to ensure receipt.)

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: <http://admin.sc.gov/facilitiesmanagementandpropertyservices/leasing/procedures-and-forms> or can be provided upon request.**

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Medical University of South Carolina (MUSC). Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th FLOOR
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-7178
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